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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300110010-4

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Notice - "Procurement and
Use of Filing Cabinets"

1. When new correspondence filing cabinets are purchased by the Agency, GSA Regulation [redacted] requires a certification similar to that stated in the proposed notice. The Agency notice will provide a factual basis for the CIA Records Officer's certification to GSA, as well as effecting more efficient use of present equipment with resulting economies in the procurement of new cabinets.

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2. Adherence to the utilization provisions outlined is of particular significance to this Agency because most of the cabinets used are the expensive safe type. In fiscal year 1954 the Agency procured 1,598 safe type cabinets valued at \$359,486.19. At the end of fiscal year 1954 the total number of such cabinets in use in Headquarters offices of the Agency was 7,079 valued at \$1,638,855.87. (We feel that a real effort to apply these utilization provisions will substantially reduce future file cabinet procurement requirements.)

[redacted]
Chief, Management Staff

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CONCURRENCE:

QAC
Logistics Office

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